



Prague, 26 May 2021

**The Dean of the Faculty of Law of Charles University**

Address: nám. Curieových 901/7, 11640 Praha 1

**invites applicants to take part in an**

**OPEN HIRING PROCEDURE**

regarding one part-time (0.5) position of an academic (assistant professor or associate professor) at the Centre for Legal Skills.

**Requirements:**

- Completed university degree in law and jurisprudence;
- Completed or ongoing doctoral programme is an advantage;
- Publications focusing on the respective research field is an advantage;
- Participation in a grant project and teaching experience are an advantage;
- Competence in two international languages;
- Experience in coordinating activities is an advantage.

**Job description:**

- Teaching and other creative activities in the capacity of an academic;
- Creating and teaching elective courses focused on skills;
- Monitoring the subjects at the Faculty with elements of simulation, and formulating a strategy for their development;
- Responsible for the whole range of internships offered by the Faculty with a special focus on their relevant purpose and sufficient number; proposing their development (launching new internships, communicating with external entities offering the internships, etc.);
- Communicating with students and promoting the internships through social networks, websites and during presentation and information events (such as an introductory off-site course for newly admitted first-year students) in order to ease their orientation in the Faculty offer of internships;
- Organizing and conducting reflective meetings within certain internships;
- Assisting the administration of individual internships requiring cooperation of more than one external entity (primarily secondary schools and courts);
- Inducing relevant feedback from students, cooperating institutions and guarantors (teachers) of individual subjects;

- Conducting observations in institutions hosting student interns and monitoring the course of the internships;
- Analysing the feedback returned and observations completed; proposing measures to improve individual subjects in cooperation with their guarantors (teachers); drafting new, and updating the existing, standards of internships;
- Following global trends in organizing internships so that the most relevant tendencies could be implemented at the Law Faculty; initiating, for that purpose, meetings with people responsible for internships at other law faculties in the Czech Republic and abroad;
- Communicating with individual departments and centres at the Faculty and cooperating with their members in the creation, process and quality enhancement of internships.

**Expected commencement of work: 1 September 2021**

**Applicants are to submit:**

- An application for the position (in the form of a letter);
- Professional curriculum vitae;
- A draft concept of the system of internships at the Law Faculty (including an assessment of the recent situation), or, alternatively, a description of a typical subject focused on skills (its main features, how it should work, etc.), either writing 2-4 pages long;
- A list of publications;
- An outline of their research and teaching experience;
- Documents proving completion of their university education; documents proving their education at foreign universities may be submitted as a simple copy without official authentication or recognition in the Czech Republic

Applications along with all attachments are to be delivered to the Personnel Department of the Law Faculty of Charles University, nám. Curieových 901/7, 11640 Praha 1 **by 26 June 2021**; alternatively, these may be sent electronically to [zichova@prf.cuni.cz](mailto:zichova@prf.cuni.cz)

Professor Jan Kuklík  
Dean